

COUNTY OF SAN BERNARDINO  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

## 2004-2005 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**- CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENTS PROJECT PROPOSAL -**

Construction and other community improvement projects include construction or rehabilitation of public facilities, parks, roads, water and sewer facilities; acquisition of real property for eligible public purposes; demolition and clearance of deteriorated buildings; code enforcement; removal of architectural barriers; and economic development activities that create new jobs. Please use the "Public Service Program Proposal" forms, rather than this set of forms, for any activities to provide services to clients not involving construction of buildings or facilities.

**Important:** In past years, the County has not specified how small that CDBG grants can be. Grant requests have ranged from less than \$1,000 to over \$60,000. Last year, the U.S. Department of Housing and Urban Development (HUD) notified the County that the costs associated with subrecipient oversight of small grants far exceed the actual grant award. Further, HUD recommended that the County increase the minimum grant awards in order to justify the administrative burden. Consequently, ECD strongly encourages CDBG awards of \$5,000 or more per city or unincorporated community to be served, and will use this new grant minimum in making its recommendations for approved projects. See page 5 of 8 for more details.

Carefully read through the instructions and proposal forms. Answer all questions that are applicable to your project, as specifically and completely as possible. If more space is needed, attach separate sheets.

**Submit one (1) signed hard (paper) proposal copy only to the address shown at the bottom of page 8.** Type your information in the fields provided. Use the tab key to move to the next entry point. Click on the boxes that need to be checked.

**A. APPLICANT INFORMATION**

- 1) Name of Applicant Organization: \_\_\_\_\_  
\_\_\_\_\_
- 2) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_
- 3) Contact Person: \_\_\_\_\_
- 4) Title: \_\_\_\_\_
- 5) Phone: \_\_\_\_\_ FAX: \_\_\_\_\_
- 6) E-Mail: \_\_\_\_\_

**B. PROJECT DESCRIPTION**

- 1) Using 25 words or less, provide a concise description of the proposed project. **This 25 word description is required in order for this application to be considered complete.** Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on Attachment A, page 8 of 8.
- 
- \_\_\_\_\_
- 
- 
- \_\_\_\_\_

**C. PROJECT CHARACTERISTICS**

- 1) Project site or facility, name and address:

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- 2) Legal property owner: \_\_\_\_\_

- 3) Local zoning restrictions that would affect the project: \_\_\_\_\_

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- 4) Conditional use permit required? Yes \_\_\_ No \_\_\_

If yes, attach a copy of the permit. If no, explain why. \_\_\_\_\_

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- 5) Describe the community need(s) addressed by this proposal:

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- 6) Describe the geographic boundaries of the neighborhood, community or region to be served by the project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map):

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- 7) If the project is a special economic development activity, estimate the number of new full time jobs to be created:

\_\_\_\_\_ jobs \_\_\_\_\_ low-and moderate-income jobs.

- 8) Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition).

Assessor's parcel number: \_\_\_\_\_

Square footage of proposed building: \_\_\_\_\_

Square footage if addition to existing building: \_\_\_\_\_

Square footage of construction site parcel: \_\_\_\_\_

Length of improvements if street, water or sewer project: \_\_\_\_\_

Service capacity of existing facility: \_\_\_\_\_

Improved capacity of the facility: \_\_\_\_\_

Age of structure: \_\_\_\_\_ Historic status: \_\_\_\_\_

**D. ESTIMATED PROJECT BUDGET**

Provide the financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000.

**1) COMPLETE FOR PROJECTS INVOLVING CONSTRUCTION**

	<u>CDBG Share</u>	<u>Other Source</u>
Architectural and engineering services	\$ _____	\$ _____
Site acquisition	\$ _____	\$ _____
Local review application	\$ _____	\$ _____
Construction	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Costs	\$ _____	\$ _____
Total Construction(CDBG + Other)	\$ _____	

**2) COMPLETE FOR NON-CONSTRUCTION PROJECTS**

	<u>CDBG Share</u>	<u>Other Source</u>
Personnel	\$ _____	\$ _____
Other: (describe cost components)	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Costs	\$ _____	\$ _____
Total Non-Construction(CDBG + Other)	\$ _____	

**3) Total Costs CDBG Share**

\$ \_\_\_\_\_

**Total Costs Other Sources**

\$ \_\_\_\_\_

**Grand Total Construction and Non-Construction**

\$ \_\_\_\_\_

**4) Estimator Name and Title:** \_\_\_\_\_

**E. AMOUNT OF CDBG FUNDS REQUESTED**

- 1) Amount of CDBG funds requested in this application.  
(Section D, CDBG Share) \$ \_\_\_\_\_
- 2) Additional funds provided by Other Source(s) for this project. The date that the Other Source(s) of funds have been or will be awarded, must be stated below.

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Total \$ \_\_\_\_\_  
(Should Equal "Total Costs Other Sources" Item 3, Section D  
on page 3 of 8)

- 3) Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**F. BENEFIT AREAS**

This section requires a break down of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for communities where the project will provide a primary benefit. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. ***Each requested amount must be \$5,000 or greater and must be sufficient to complete the project for the identified city or unincorporated region.***

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominate or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	<u>Amount Requested</u>		<u>Amount Requested</u>
Adelanto	\$ _____	Montclair	\$ _____
Barstow	\$ _____	Needles	\$ _____
Big Bear Lake	\$ _____	Redlands	\$ _____
Colton	\$ _____	Twentynine Palms	\$ _____
Grand Terrace	\$ _____	Yucaipa	\$ _____
Highland	\$ _____	Town of Yucca Valley	\$ _____
Loma Linda	\$ _____		

**Funds Benefiting Cooperating Cities:** **Sub-total** \$ \_\_\_\_\_

- 2) **Unincorporated Regions:** The following regions contain unincorporated areas covered by the County CDBG program. Please determine if the primary service area for your proposed project includes one or more of the following unincorporated areas. Check off the applicable community or communities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable unincorporated area. Sub-total your entries below.

	<u>Amount Requested</u>
<input type="checkbox"/> Searles Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Hinkley/Lenwood <input type="checkbox"/> Newberry Springs <input type="checkbox"/> Baker/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Wonder Valley <input type="checkbox"/> Colorado River areas (in the First District)	\$ _____
<input type="checkbox"/> Oro Grande <input type="checkbox"/> other Unincorporated Victor Valley areas (in the First District)	\$ _____
<input type="checkbox"/> Phelan/Pinon Hills <input type="checkbox"/> El Mirage <input type="checkbox"/> Wrightwood/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Lucerne Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Crestline/Cedarpines Park (in the Second District)	\$ _____
<input type="checkbox"/> West Fontana <input type="checkbox"/> Lytle Creek <input type="checkbox"/> Devore (in the Second District)	\$ _____
<input type="checkbox"/> Johnson Valley <input type="checkbox"/> Landers <input type="checkbox"/> Morongo Valley/vicinity (in the Third District)	\$ _____
<input type="checkbox"/> Joshua Tree and areas to the north and east (in the Third District)	\$ _____
<input type="checkbox"/> Lake Arrowhead <input type="checkbox"/> Running Springs <input type="checkbox"/> Big Bear Valley (in the Third District)	\$ _____
<input type="checkbox"/> Bryn Mawr <input type="checkbox"/> Del Rosa <input type="checkbox"/> Mentone (In the Third District)	\$ _____
<input type="checkbox"/> South Montclair <input type="checkbox"/> Dairy Preserve area (in the Fourth District)	\$ _____
<input type="checkbox"/> Muscoy <input type="checkbox"/> North Norton <input type="checkbox"/> Bloomington (in the Fifth District)	\$ _____
<input type="checkbox"/> Arrowhead Suburban Farms (in the Fifth District)	\$ _____
Other, Please specify _____	\$ _____

**Funds Benefiting Unincorporated Regions:** **Sub-total** \$ \_\_\_\_\_

- 3) **Total Funds:** The total amount of CDBG funds requested in Section F, (Cooperating Cities + Unincorporated Regions). This amount must equal the amount of CDBG funds requested in this application on Line 1, Section E.

**Total Funds (or countywide amount) Requested** \$ \_\_\_\_\_

**G. MAINTENANCE AND OPERATION**

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. Only applicants requesting funding for proposals for **CONSTRUCTION** group must complete this section. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

1) MAINTENANCE AND OPERATION COMMITMENT

The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project: \_\_\_\_\_

Name and Address of Prospective M & O Entity: \_\_\_\_\_

\_\_\_\_\_

Federal I.D. Number of M & O Entity: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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2) ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET

**M & O ANNUAL EXPENSES**

Estimated Dollar Value

**UTILITIES**

Electric	\$	_____
Water		_____
Gas		_____
Telephone		_____
Disposal Service		_____
Other _____		_____
<b>Sub-total</b>	<b>\$</b>	_____

**MATERIALS**

Janitorial Supplies	\$	_____
Office Supplies		_____
Recreational Supplies		_____
Ground Supplies		_____
Other _____		_____
<b>Sub-total</b>	<b>\$</b>	_____

**MAINTENANCE - CAPITAL IMPROVEMENTS**

Building Repair	\$	_____
Maintenance of Equipment		_____
Improvements to Property		_____
Other _____		_____
<b>Sub-total</b>	<b>\$</b>	_____

**INSURANCE**

Liability	\$	_____
Fire		_____
Other _____		_____
<b>Sub-total</b>	<b>\$</b>	_____

**PERSONNEL\***

# OF  
PEOPLE

MAN-  
HOURS

Maintenance	_____	_____	\$	_____
Secretary	_____	_____		_____
Administrator	_____	_____		_____
Program Staff	_____	_____		_____
Other	_____	_____		_____
<b>Sub-total</b>			<b>\$</b>	_____

\*List # of people and man hours based on 2080 Hours per year. Dollar value must include salaries and benefits.

**M & O ANNUAL EXPENSE TOTAL**      \$ \_\_\_\_\_

**REVENUE SOURCES** (List out all sources such as budget sources, memberships, user fees, etc)

_____	\$	_____
_____		_____
_____		_____

**BUDGETED REVENUE TOTAL**      \$ \_\_\_\_\_

**ASSETS/LIABILITIES**      Enter: REVENUE minus M & O EXPENSE      \$ \_\_\_\_\_

**DETAILED PROJECT DESCRIPTION**

(Continuation of Section B, Project Description, Page 1 of 8)

Within the space provided on this page, provide detailed information needed to fully describe the proposed project, its purpose and its beneficiaries. Please attach applicable maps, plans and brochures.

PLEASE SUBMIT ONE PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO: County of San Bernardino, Department of Economic and Community Development, 290 North "D" Street, Sixth Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0959. FAX (909) 388-0929.